

**ONBOARD
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4800; DSN 853-4800
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED
VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 20-257C OPENING DATE: 7-Jul-20 CLOSING DATE: 17-Jul-20

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:
SUPV IT Specialist, GS-2210-12, T5905000

KNOWN PROMOTION POTENTIAL: NONE

SALARY RANGE:
\$79,480.00-\$103,328.00 PA

SUPERVISORY ☒ MANAGERIAL ☐
NON-SUPERVISORY/NON-MANAGERIAL ☐

LOCATION OF POSITION:
161st Air Refueling Wing, Phoenix, Arizona

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date. The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

AREA OF CONSIDERATION: This is a National Guard Title 5 Excepted Service position and is **Open only to members of the 161st Communications Squadron** individual selected will receive a Permanent Appointment after successful completion of a one year trial period.

INSTRUCTIONS FOR APPLYING: Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants MUST submit a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement) or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612. If applicant is relying on Education to meet specialized experience, applicant MUST submit copy of official college transcripts.

VETERAN'S PREFERENCE:

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

REQUIRED DOCUMENTATION:

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be

evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EDUCATION:

If you are relying on your education to meet qualification requirements:

Ph.D. or equivalent doctoral degree.

OR

Three full years of progressively higher level graduate education leading to a Ph.D. or equivalent doctoral degree.

Graduate Education: Degree in computer science, engineering, information science, information systems management, mathematics, operations research, statistics, or technology management **OR** degree that provided a minimum of 24 semester hours in one or more of the fields identified above and required the development or adaptation of applications, systems or networks.

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

CONDITIONS OF EMPLOYMENT:

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- Applicant must be able to obtain and maintain required certifications within 6 months of employment IAW DOD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996 and current AF directives.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

REASONABLE ACCOMMODATION POLICY:

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered:

YES ☐

NO ☒

PCS may be offered:

YES ☐

NO ☒

NOTES:

NOTE: Must be certified IAW DOD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996 and current AF directives.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to plan work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work.
2. Ability to provide technical expertise and management oversight, in the installation, administration, optimization, and operation of multiple large and enhanced complex networks and communication systems.
3. Ability to develop and recommends technical solutions to mission and customer requirements.
4. Ability to communicate effectively both written and verbally.

SPECIALIZED EXPERIENCE: Must have 36 months experience, education or training that approaches techniques and requirements appropriate to an assigned computer applications area or computer specialty area in an organization.

Experience planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls. Experience that required adaptations of guidelines or precedents to meet the needs of the assignment. Experience preparing documentation on cost/benefit studies where is involved summarizing the material and organizing it in a logical fashion. Experience in managing the function of the work to be performed. Experience which includes leading, directing and assigning work of personnel.

BRIEF JOB DESCRIPTION: This position is located at the 161st Air Refueling Wing, Phoenix, Arizona. This position serves as the Operations Section supervisor and a senior Information Technology (IT) specialist. The purpose of this position is to perform a full range of supervisory functions providing administrative control and technical direction and oversight for subordinate personnel within the Section. Responsible for analyzing customer requirements and managing the systems administration, optimization, operational requirements and maintenance associated with the various local area/wide area networks (LAN/WAN), wireless systems, and voice systems utilized by both Wing and tenant organizations on the base. Manages customer IT requirements to meet operational, training, and readiness missions. Ensures viable training programs are developed for assigned functions. Maintains required information assurance certification IAW DoD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996, in order to ensure the rigorous application of information security and information assurance policies, principles, and practices in the delivery of all information technology services. Defines broad objectives as to scope and priorities of projects and requirements in the section and guides subordinates in the achievement of those objectives. Manages Commissioning and Acceptance requirements for contractor delivered operating systems and services. Adheres to management control plan requirements by conducting self inspection and staff assistance visits.

SELECTING OFFICIAL: Lt Col Vincent Navarro
